

## The Question Formulation Technique (QFT)

Produce Your Own Questions
Use a focus or question focus to ask questions about, and follow the four essential rules for producing your own questions: <ul style="list-style-type: none"><li>• Ask as many questions as you can.</li><li>• Do not stop to discuss, judge, or answer the questions.</li><li>• Write down every question exactly as it is stated.</li><li>• Change any statement into a question.</li></ul>
Improve Your Own Questions
Think about two types of questions: closed- and open-ended. <ul style="list-style-type: none"><li>• Close-ended questions can be answered with yes or no or with a one word answer.</li><li>• Open-ended questions require an explanation and cannot be answered with yes or no or one word.</li></ul> Categorize questions as close- or open-ended. Find close-ended questions, and mark them with a C. Mark the open-ended questions with an O.  Change the close-ended questions to open-ended questions. Change the open-ended questions to close-ended questions.
Prioritize Your Questions
Choose your 3 most important questions. Think about why you chose these three as the most important.
Strategize on Next Steps
Think about next steps. What information do you still need to get? What tasks do you need to implement?
Reflect
What did you learn? How can you use it?

*Partnering with Parents to Ask the Right Questions, Luz Santana, Dan Rothstein, Agnes Bain*

